



# Release Notes

**Federal Acquisition Service (FAS)**

**Regional Business Application (RBA)**

**Software Version 10.6.0**

*Prepared for Contractor Users by TechFlow, Inc.*

Version 1.0

October 14, 2010

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**TASK TITLE:** General Services Administration (GSA) Regional Business Application (RBA) Project  
**DOCUMENT TITLE:** Regional Business Application V10.6.0 Release Notes  
**VERSION NO:** 10.6.0  
**DATE:** October 14, 2010

## **1 TASK REQUIREMENTS**

### **Task Client**

General Services Administration (GSA)  
Federal Acquisition Service (FAS)  
Office of the Chief Information Officer  
2100 Crystal Drive, Room 11052  
Arlington, VA 22202

### **Introduction**

The following Release Notes describe content to be delivered through enhancements to the Regional Business Application (RBA) software.

### **Purpose**

The main purpose for this release is to update functionality in the RBA to implement enhanced functionality for the Integrated Workplace Acquisition Center (IWAC) region which will be accomplished through the following Change Requests:

### **ITSS:**

- CHG63548: Workflow Changes
- CHG63546: COI Changes
- CHG63547: Notice of Award

## 2 UPDATES INCLUDED IN ITSS

This section provides details on updates implemented in IT Solutions Shop (ITSS).

### 2.1 CHG63548 - Workflow Changes

Several changes have been made to the workflow to allow applicable workflow functionality to occur for IWAC orders. The IWAC region will be utilizing ITSS for pre-award activities, mainly solicitation and evaluation. Once the evaluation process is completed, the IWAC GSA user will issue a Notice of Award. Notice of Award documents can be signed or rejected by IWAC Contracting Officers. Once the IWAC Notice of Award document is signed by the Contracting Officer, ITSS will dispatch the appropriate email notifications to the winning contractor and subsequent award activities will be performed outside of ITSS.

- IWAC purchase orders and modifications will continue to be made in FSS-Online.
- Client order funding will continue to be performed in FSS-Online Project Master.

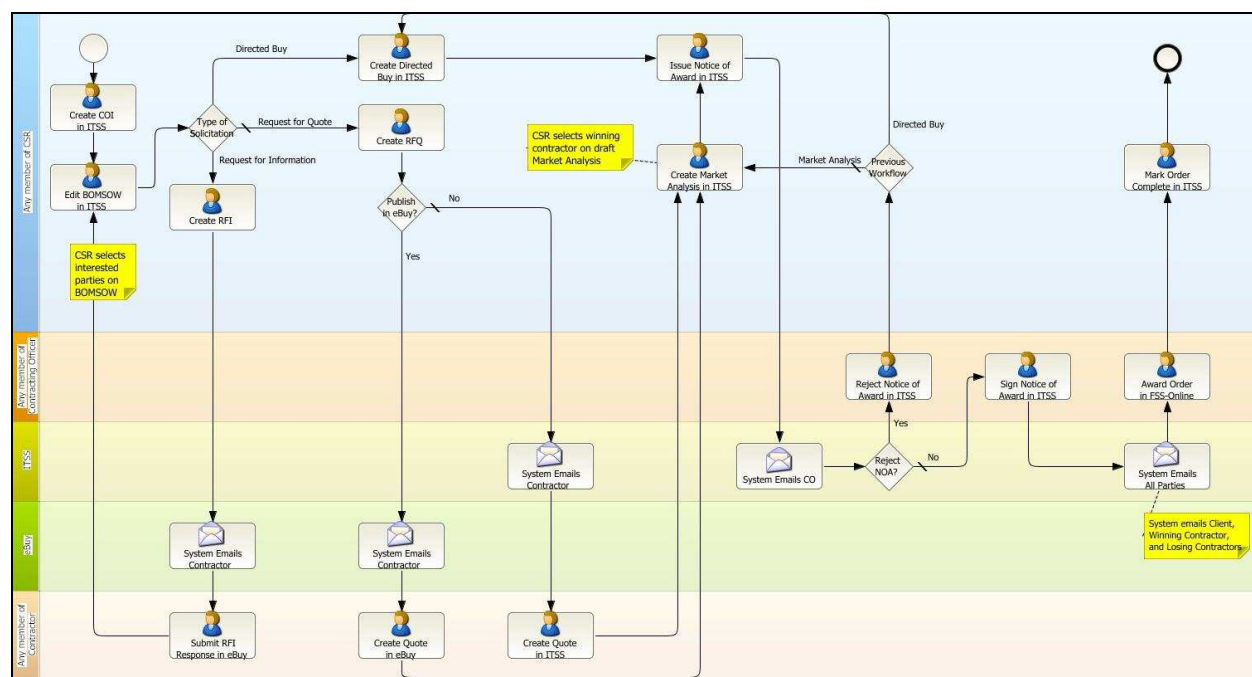


Figure 1: Workflow specific to IWAC Orders

Orders created for the IWAC region have a workflow specific to the IWAC region.

On an IWAC order with a Signed Notice of Award, the **winning Contractor** will have the ability to:

- Create an Action Memo
- Create a Technical Report
- Create a Resume Acceptance

- Create Staffing Notices
- Change Alternates

## 2.2 CHG63546 – COI Changes

Several changes were made to the COI to accommodate the addition of a new IWAC Region. The new region “30. IWAC Region” has been added to the Region field

A new program titled “Furniture” has been added to the Program field for IWAC orders.

The following new IWAC region territories have been added to the Territory drop-down list:

- Arlington, VA
- Philadelphia, PA

The screenshot shows a section titled "GSA Order Specifics" with a red border. Inside, the following fields are visible:

- Region: 30. IWAC Region
- Program: Furniture
- Territory: Philadelphia-PA
- IA Number(s): mou3

Figure 2: COI GSA Order Specifics Section

## 2.3 CHG63547 - Notice of Award

A new document titled “Notice of Award” has been added to ITSS and has been made available only to orders created for the “30. IWAC Region”. The access privileges for the Notice of Award document are as follows:

User	Create	Sign	Reject	Read
IWAC CSR	Allowed	Prohibited	Prohibited	Allowed
IWAC CO	Allowed	Allowed	Allowed	Allowed
Client	Prohibited	Prohibited	Prohibited	Allowed
Winning Contractor	Prohibited	Prohibited	Prohibited	If Notice of Award Status is Signed then Allowed Else Prohibited
Losing Contractors	Prohibited	Prohibited	Prohibited	Prohibited

The Notice of Award document is shown in Figure 3.

**GSA IT-Solutions Shop**  
You are signed in as Jim Contractor

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[WELCOME](#) [ORDERS](#) [REGISTRATION](#)

### Notice of Award

[Go To Order Package](#)

**Submitted By:** CO IWAC on 10/12/2010  
**Order ID:** REQUISITION005  
**Project Descriptor:** ROB  
**Status:** Signed  
**Client Rep:** Jamie Client (Test Organization)  
**Contractor:** Jim Contractor (TEST COMPANY CORP INC) under 263-97-D-0313  
**Signed By:** CO IWAC on 10/12/2010

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Figure 3: Notice of Award

The Notice of Award document contains the following fields:

- **Submitted By** – Displays the user who created the Notice of Award and the date it was created
- **Order ID** – The order ID of the IWAC order
- **Project Descriptor** – The description of the order as entered on the BOMSOW
- **Status** – The status of the Notice of Award.  
 The Notice of Award has three possible statuses:
  1. Submitted – Indicates that the Notice of Award has been created but not yet signed nor rejected
  2. Signed – Indicates that the Notice of Award has been signed by an IWAC Contracting Officer
  3. Rejected – Indicates that the Notice of Award has been rejected by an IWAC Contracting Officer
- **Client Rep** – Displays the order's client representative followed by their client organization
- **Contractor** – Displays the winning contractor's name followed by their contractor company name and the selected contract number
- **Signed By / Rejected By** – If the Notice of Award has been signed then a Signed By field will display the Contracting Officer that signed the Notice of Award. If the Notice of Award has been rejected then a Rejected By field will display the Contracting Officer that rejected the Notice of Award.

GSA users within the IWAC region with the Contracting Officer role have the ability to Sign or Reject a Notice of Award. Only a single signed Notice of Award can exist per order. If a Notice of Award is signed then the system will:

- Update the Notice of Award Status to "Signed"

- Update the order status to “Award Notice Issued”
- Send the Client an ITSS “Basic Order Awarded - Client Notification” email notice
- Send the Losing Contractors an ITSS “Basic Order Awarded – Other Contractor Notification” email notice
- Send the Winning Contractor an “IWAC Notice of Award Issued” email notice

IWAC Contracting Officers have the ability to reject a submitted *or* signed Notice of Award. An order can have multiple rejected Notice of Award documents however, rejected Notice of Award documents cannot be edited nor acted upon. If a Notice of Award is rejected then the system will update the Notice of Award status to “Rejected”

If the Contracting Officer rejects a *signed* Notice of Award then the system will also:

- Revert the order’s workflow back to the step prior to the creation of the Notice of Award
- Revert the order’s status from “Award Notice Issued” back to its previous status

Once an IWAC order has a signed Notice of Award document then the IWAC GSA users will continue the purchase order award process outside of the RBA, utilizing FSS-Online.

### 3 FOLLOW-ON SUPPORT

If assistance is needed with the RBA Application, users are encouraged to call 1 (877) 243-2889, option 1.